



## **Instructions for Letters of Recommendation**

As part of my nomination process, we require applicants to provide two letters of recommendation to my Nomination Advisory Board. Instructions for the letters and the information required are listed below.

1. You should select **one of your teachers or administrators from your school** and a **community leader/family friend** who knows you and is aware of your character and achievements. The person should not be a relative.
2. Give each a copy of the attached instructions for writing the letter of recommendation. Ask them to send the letter in a sealed envelope to our office at the address below or give the sealed envelope to you to put with the rest of your application. **Letters of recommendation must be submitted by Friday, October 17, 2014.**

Office of Congressman James P. Moran  
Attn: Mary Giordano  
333 N. Fairfax St., Suite 201  
Alexandria, VA 22314